



**NCAT**  
NSW Civil &  
Administrative  
Tribunal



# How To: Pay for Forms

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## Quick Reference Guide

### 1. From the dashboard, select **Manage forms**

Online Services

NCAT Online Services  
NSW Civil and Administrative Tribunal

My cases Manage forms New case Help

### Welcome to NCAT Online Services

From here you can access case management services including starting a new case, viewing your case information, and filing secondary forms against your cases.

- Start new case**  
Start a new case with NCAT to resolve your issue or dispute
- My cases**  
Find your existing cases or add a case to your case list where you are party
- Manage forms**  
Access forms awaiting payment, draft forms and your filing history
- Link a case**  
To add yourself to an existing case
- Need help?**  
Get help using NCAT's Online Services

### 2. Select **Ready to pay**

Online Services

NCAT Online Services  
NSW Civil and Administrative Tribunal

My cases Manage forms New case Help

Home > Manage Forms

### Manage forms

- Draft**  
Complete previously started forms.
- Ready to pay**  
Pay for completed forms.
- Filing history**  
Find submitted forms and receipts.

Start a new case

New case

### 3. Select the forms to pay

Online Services

NCAT Online Services  
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Home > Manage Forms > Ready to pay

### Ready to pay

You can pay for your completed forms here.

Please select the forms you are ready to pay via the checkbox.

<input type="checkbox"/>	Application	Last updated	Fee	Action
<input type="checkbox"/>	Tenancy or social housing application <a href="#">Self Representative vs Tammy Pena</a>	20/09/2023	\$54	Delete
<input type="checkbox"/>	Tenancy or social housing application <a href="#">Self Representative vs Katie Jones</a>	20/09/2023	\$54	Delete
<input type="checkbox"/>	Retail leases application <a href="#">Self Representative vs John Blake</a>	20/09/2023	\$288	Delete

For more information about NCAT fees please visit the [Fees at NCAT](#) page.

Next

# Pay for Forms

## Pay for Forms (cont')

4. The total displays
5. Click **Next**

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My cases Manage forms New case Help

Home > Manage Forms > Ready to pay

### Ready to pay

You can pay for your completed forms here.

Please select the forms you are ready to pay via the checkbox.

<input checked="" type="checkbox"/>	Application	Last updated	Fee	Action
<input checked="" type="checkbox"/>	Tenancy or social housing application <a href="#">Self Representative vs Tammy Pena</a>	20/09/2023	\$54	<a href="#">Delete</a>
<input checked="" type="checkbox"/>	Tenancy or social housing application <a href="#">Self Representative vs Katie Jones</a>	20/09/2023	\$54	<a href="#">Delete</a>
<input checked="" type="checkbox"/>	Retail leases application <a href="#">Self Representative vs John Blake</a>	20/09/2023	\$288	<a href="#">Delete</a>

For information about NCAT fees please visit the [Fees at NCAT](#) page.

4 Selected: 3 Total: \$396 Next 5

6. Select the card to pay with
7. Select the payer name to appear on the tax invoice
8. Click **Pay**

NCAT Online Services  
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My cases Manage forms New case Help

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### Confirm and pay

Select payment option

Registered card ending in...242 <sup>\*\*\*\*</sup>

Pay with a different card

Add/Delete cards via [Manage profile](#)

Card details

Card ending in... 242 <sup>\*\*\*\*</sup>

Cardholder Self Representative

Expires 01/2030

Payer

The payers name will appear on the tax invoice

Self Representative

8 Pay Cancel

#### Summary - 3 Application

Subtotal	\$396
Total	\$396

Tenancy or social housing application <a href="#">Self Representative vs Tammy Pena</a>	\$288
Tenancy or social housing application <a href="#">Self Representative vs Katie Jones</a>	\$288
Retail leases application <a href="#">Self Representative vs John Blake</a>	\$288

Receive a tax invoice at the email linked to this account. You can access [Filing history](#)

6 7

### 9. Payment confirmation appears

The screenshot shows the NCAT Online Services interface. At the top, there is a navigation bar with 'Online Services' and a user profile icon labeled 'SR'. Below this is a header with the NCAT logo and 'NCAT Online Services NSW Civil and Administrative Tribunal'. A menu bar contains 'My cases', 'Manage forms', 'New case', and 'Help'. The breadcrumb trail reads 'Home > Manage Forms > Ready to pay > Payment confirmation'. A green success message states: 'Success - your payment was successful, and the application(s) have been received. The application(s) will be processed by NCAT and you will receive a confirmation email with a tax invoice. You can also view previous transactions in [File history](#) and view your case list in [My Cases](#).' Below this is the 'Payment confirmation' section, which lists transaction details: Transaction reference number: B20230920-3035083, Payment receipt number: REC21683974, Submitted by: Self Representative, and Submitted on: 20 Sep 2023 01:09 PM. A table follows with two columns: 'Application' and 'Fee'. It lists three applications, each with a fee of \$288, and a total fee of \$396 including GST.

Application	Fee
Tenancy or social housing application Self Representative vs Tammy Pena	\$288
Tenancy or social housing application Self Representative vs Katie Jones	\$288
Retail leases application Self Representative vs John Blake	\$288
<b>Total (Including GST):</b>	<b>\$396</b>

### 10. An email confirmation with a copy of the invoice and the application is sent